

Comment Table

Purpose:

The attached diskette includes a comment table that may facilitate your making comments on the Agency Review of the Revised Program Plans. More importantly, it will prove useful in sorting through and consolidating your agency's comments into a single cohesive package. If you choose to use the diskette it will help us speed the turnaround of the documents we will be sending to the public.

We do not want you to edit the reports. However, if you see gross errors or repetitive discussions, please feel free to identify them along with suggested wording changes on the diskette table. If you find yourself compelled to make minor editorial comments, please mark them on a hard copy and not in the diskette table.

If you prefer not to use the diskette, please mark your comments clearly on a hard copy. For all comments, in the diskette file form or on a hard copy, **please provide as specific wording suggestions as possible.**

Using the Comment Table is Easy (if you can type):

The table is saved on the diskette as both WordPerfect 6.1 document (form.wpd) and as a MS Word document (form.doc). To open the file, go into your WordPerfect or MS Word program. Insert the diskette into the disk drive. From the OPEN command, select the appropriate drive and then the comment document. The table will appear on your screen and is ready to use. The arrow and TAB keys will move the cursor between cells. Type in each cell. The table will self adjust to accomodate the length of your text. To add additional rows, highlight a row and select INSERT from your format menu. It will insert a row immediately above the highlighted row.

Commenting:

- Complete page number on which you are commenting.
- Section, figure, or table number which you are commenting.
- Your comment. Please make comments as specific as possible and include any information that would assist us in addressing your comment.

If you have any questions regarding the use of the table, or on your assignment, please call Wendy Halverson Martin at (916) 653-7286.

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